



REQUEST FOR PROPOSAL

Cheyenne Senior Activity Center Design Services
Cheyenne, WY

Submittals Due

2:00 PM April 5, 2022

REQUEST FOR PROPOSAL
Laramie County Senior Activity Center Design Services

I. ADVERTISEMENT

Laramie County and the Cheyenne Housing Authority (Owner) seeks Architect and Engineering services for completion of 100% Construction Documents and Construction Administration services for the new Cheyenne Senior Activity Center.

The County is accepting proposals for a qualified firm to provide design and construction administration services for a new building located on approximately 1.27 acres at 4100 E Pershing Blvd. Services shall include all programming and completion of 100% Construction Documents for architectural, structural, mechanical, plumbing, electrical and civil design elements. The produced plans and specifications will be stamped and code compliant to be use in the procurement of a general contractor. The firm selected shall also provide Construction Administrative services throughout construction and project closeout. The firm will coordinate with the Owners Representative, Cheyenne Housing Authority, Laramie County Senior Services, the Board of County Commissioners, and all other necessary regulatory agencies. All design documents shall become the property of the Owner.

Request for Proposal documents are available for download through the Counties website at: <http://www.laramiecounty.com>. There will be no pre-bid meeting. Questions regarding this service or any other information should be directed to Ben Hornok, Owners Representative at benhornok@tcsolutions365.com.

The County will select the firm based on the response to this RFP. Firms shall submit statements of qualifications, sketch, schedule, and cost proposal. The Owner shall make a selection based on the proposals received and the ability of the design firm to meet the needs, budget and schedule of the Owner.

The Owner's objective is to have complete drawings and specifications by August 15, 2022.

For additional information please visit Laramie County's website at: <http://www.laramiecounty.com> click on the link to "RFP Cheyenne Senior Activity Center Design Services".

Proposals shall be received by email to benhornok@tcsolutions365.com by 2:00 P.M. Mountain Time, April 5, 2022.

II. PROJECT OVERVIEW

The voters of Laramie County approved funding through the Special Purpose Tax initiative in November 2021 to build a new Cheyenne Senior Activity Center. Currently, the Cheyenne Housing Authority provides meals and services to senior citizens via the Laramie County Senior Services personnel. They currently operate an 8,500 sq/ft Senior Activity Center at 2101 Thomes Ave. which is open for breakfast five days per week and lunch seven days per week. Other services and activities are scheduled seven days per week. Laramie County Senior Services staff is available weekdays from 8:00am to 4:00pm at their current location. The purpose of this project will be to expand the services provided to the senior citizens of Laramie County including weekend and evening activities. The new facility should be approximately 17,000 sq/ft and will have a large parking lot, covered entry, full commercial kitchen, staff offices, dining room, wellness rooms and activity areas. There will be a designed connection to the current Foxcrest building at 4125 Cox Ct. Once complete, this new building will house the expanded staff of the Laramie County Senior Services personnel and be the base of operations for all meal services and meal deliveries to the satellite sites throughout Cheyenne. It will also serve as the permanent home of all senior activities, moving all existing operations to this new location and expanding services and hours. The design firm will work with the Owners to design the new facility on the new site to meet the current and projected needs of Laramie County Senior Services.

III. GENERAL SCOPE OF SERVICES

The requirements of the building are subject to change based on the programming efforts of the design team in coordination with the Owner. The construction budget is approximately \$7.5M. Current scope of design should include:

1. Large well-lit parking lot with connection to existing Cox Ct. parking lot and Pershing Blvd. sized for 50+ vehicles and ADA parking.
2. Connector to the existing Foxcrest building to the north.
3. ADA compliant sidewalks.
4. Lit outdoor signboard.
5. Covered area at the front doors for pedestrian loading/unloading.
6. Patio dining and seating area.
7. Landscaped lot with automatic sprinklers and walking pathway.
8. Commercial kitchen capable of preparing a meal for at least 500 people.
9. Food storage capable of long-term cold storage, dry and bulk storage, separate donation storage areas as required by the health department.
10. Nutritionist office with kitchen staff breakroom.
11. Food delivery and loading area separate from front entrance with adequate access to main roads for 20' box semi-trailer.
12. Reception and check-in area.
13. Dining room with seating for a minimum of 200 people used for eating and large events.
14. Dining room and activity area space should be flexible with partitions and table/chair storage closets.
15. Built in sound system in dining room.
16. Snack shop area to purchase snacks.
17. Secured area with offices, break room, supply room, record room and restrooms for staff only.
18. Oversized ADA restrooms for wheelchairs and mobility scooters.
19. Large conference room.
20. Multiple 20+ person activity rooms.
21. Comfortable TV and movie room.

22. Game room for existing pool tables, dartboard, etc.
23. Wellness room for stretching classes, yoga, meditation, etc.
24. Fitness room with exercise equipment.
25. Craft rooms with sink and storage.
26. Computer room.
27. Smaller meeting rooms.
28. Storage room for loaner wheelchairs, walkers, donation supplies, etc.
29. Custodian closet with W/D hookups and wheelchair washing area.
30. Building security system with after-hours monitoring, indoor and outdoor recording cameras.
31. Check-in kiosk and bulletin boards at the entrance.
32. Mechanical, electrical and communications rooms as needed.

This is not meant to be a complete list of all elements required within the scope of design services. The design firm shall work with the Owner to ensure that all requirements are met to provide an adequate and functional building that will meet the needs of the Owner and end users now and into the future.

IV. INSTRUCTIONS TO RESPONDENTS

SUBMISSION: To be considered, proposals must arrive via **email** at the address below by **2:00 P.M. Mountain Time, April 5, 2022**. Submitters shall submit one PDF file copy of their completed statement of qualifications, fee schedule, affidavit of residency and sketch or rendering to the Owner's Representative at the following address:

benhornok@tcsolutions365.com

Please include the following reference in the subject line of the email:

Cheyenne Senior Activity Center Design Proposal

It is the responsibility of the Respondent to ensure that their responses are received on or before the submission date and time. Allow sufficient delivery time to ensure receipt by the date and time specified.

- Response to any Respondent's inquiries will be made by the Owner's Representative in a timely manner. Inquiries and questions shall only be received via **email** until **5:00 P. M. March 29, 2022**, at the following address: benhornok@tcsolutions365.com.

CLARIFICATIONS OR SUPPLEMENTS TO REQUEST FOR PROPOSAL: In the event that it becomes necessary to revise any part of this RFP, a notice of any clarifications will be posted on the County website and labeled as an addendum to the original RFP. Documents will be available through the same link as this RFP. It is the responsibility of Respondents, prior to submission date, to ensure their response reflects any and all addenda and clarifications. Respondents shall acknowledge receipt within their proposals of any addendum issued as part of this RFP. The County will not maintain a list of firms downloading this RFP or addenda.

INCURRING COSTS: The County is not liable for any cost incurred by Respondents prior to issuance of a legally executed contract. No property interest, of any nature, shall accrue until a contract is awarded and signed by all concerned parties.

RFP CANCELLATION: The County reserves the right to cancel this Request for Proposal at any time, without penalty.

NON-DISCRIMINATION: The respondent shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, sex, or sexual orientation.

AVAILABILITY OF FUNDS: Financial obligations of the County payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the County.

V. STATEMENT OF QUALIFICATIONS

Respondents to this RFP shall include the firms' qualifications such to adequately express the firms experience and expertise for a project of this size and scope. Qualifications shall not be voluminous and should, if possible, be kept below 5 MB; but shall provide sufficient information to allow the Owner to evaluate the firm's experience, staff and availability. The owner shall rank the responding firms in these areas listed.

The proposer shall:

1. Provide information on the firm's experience on projects of similar size, function, and complexity including similar types of construction. Projects should demonstrate the firm's capabilities to perform on the project at hand. Provide contact information and references for each project.
2. List key architectural personnel to be assigned to this project. Resumes should include experience, licenses, certifications and other relevant information.
3. List any proposed consultant firms including MEP, Civil, Structural and Kitchen design consultant along with key personnel.
4. Responders shall be clear with respect to the:
 - a Office location
 - b Location of each project team member
 - c Companies' credentials
 - d Project team's credentials
5. Discuss the firm's current workload and the ability to meet the demands of this project throughout its duration.
6. Discuss how the selection of your firm might add value to project.
7. Include the attached signed Wyoming Resident Firm Certification Form affidavit certifying the firm's Wyoming residency.
8. The firm shall be able to meet the insurance requirements per Exhibit 2 herein.

VI. SKETCH/RENDERING

Firms are asked to include a rendering or sketch of their proposed design. The GIS map of the site is included herein for reference as to location and size of lot. The amount of detail to include in this aspect of the proposal is at the discretion of the proposing firm. At a minimum, the parking lot layout and building footprint should be shown. The site is available to preview without any notice to the Owner. The Owner shall rank each sketch or rendering received which will be included in the overall ranking of all respondents.

VII. SCHEDULE

Respondents to this RFP shall include a schedule for all design activities from award of contract to completion of 100% For Construction Documents. This schedule shall detail design milestones, review meetings, contractor procurement, and any other details necessary to

ensure proper design timeframe. This schedule shall be included in the contract with the awarded firm as part of the design criteria. The Owner shall rank respondents' ability to meet the project demands.

VIII. FEE, RATES and ESTIMATED COSTS

The services of the design firm will be completed under a Professional Service fixed-fee contract with Laramie County. Procurement of this service will be through review of the RFP's submitted; no interview is required. The County may seek to negotiate with the respondents prior to award of the contract.

Fee proposals shall include:

1. Fixed Fee for design services.
2. Fixed Fee for Procurement and Construction Administration services throughout construction and warranty.
3. Hourly rates to be used throughout the duration of the project.
4. Potential Fee savings ideas, if any.

All fee proposals shall include all costs of insurance, meetings, design reviews, consultants, transportation, printing, mailing, documentation, reporting, office overhead, profit, lodging, per diem, construction administration costs, submittal and equipment reviews, quality control reviews, punch list generation and reviews, closeout, warranty work, etc., as standard for architectural services.

Should contract negotiations with the selected firm be unsuccessful, the County reserves the right to begin negotiations with another firm.

IX. PRE-SUBMITTAL WALK THROUGH

A walk-through of the site will not be conducted. The submitting firm is advised to familiarize themselves with the site and any encumbrances prior to responding to this RFP.

X. QUESTIONS

Submit all questions to the Owner's Rep via email by 5:00 P.M. March 29, 2022, at benhornok@tcsolutions365.com. Questions should be submitted with the subject line "Cheyenne Senior Activity Center Question".

XI. ADDITIONAL CONDITIONS

- 1) The successful respondent will be expected to enter into a contract, including insurance requirements, with Laramie County upon terms acceptable to the County. The contents of this RFP, the respondent responses to same and all provisions of the successful qualifier deemed pertinent by the County may be incorporated into a contract and become legally binding.
- 2) The County reserves the right to award the contract to the respondent(s) that the County deems to offer the best overall proposal(s). The County is therefore not bound to accept a proposal on the basis of lowest price. The County reserves the right to reject any or all proposals submitted and/or to waive or ignore any irregularities and/or omissions in any submission and to accept any proposal, portion of proposal, combination of proposal and or to reject or accept any proposal for any reason in its discretion
- 3) The County at its sole discretion, reserves the right to cancel this RFP, to modify the services sought, to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the County to do so. The County also reserves the right to make multiple awards, based on experience and qualifications if it is deemed to be in the County's best interest.

- 4) Laramie County does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101 et seq., by issuing this Request and/or entering into any agreement with any successful Respondent. Further, Laramie County fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this RFP and any subsequent agreement(s).
- 5) Any errors or omissions discovered in this request for proposal, or any additional information needed to clarify any issues in the request, will be communicated to all firms who have expressed an interest in the engagement. The communication will amend the requests accordingly
- 6) If a respondent discovers any ambiguity, conflict, discrepancy, exclusionary specifications, omission, or other error in this document, the respondent shall immediately notify the County's representative. If respondent fails to notify the County of any error, ambiguity, conflict, discrepancy, exclusionary specifications, or omission in this RFP, the respondent shall submit a response at its own risk and under such conditions. If the respondent is awarded a contract, then such respondent will not be entitled to additional compensation, relief, or time by reason of the error or its later correction
- 7) It is incumbent upon each respondent to carefully examine all specifications, terms, and conditions contained herein and in all referenced data and documents. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, through the County contact named above. The County will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.
- 8) Respondents are advised that Laramie County is a governmental entity in the State of Wyoming. Public works projects, such as that referenced herein, carried out by governmental entities are subject to certain legal and regulatory requirements which may or may not be applicable to private entities. Any contract with a successful respondent will contain a requirement to monitor and secure compliance on the project with all applicable laws and regulations including, but not limited to, those contained in Wyoming statute WS 16-6-101 et seq.
- 9) If it becomes necessary for the County to revise or amend any part of this RFP, notice may be obtained by accessing the County web site. Respondents in their proposal must acknowledge receipts of amendments and addenda. Each respondent should ensure that they have received all addenda and amendments to this RFP before submitting their proposal. Please check the Laramie County web site at <http://www.laramiecounty.com> for a copy of the RFP and any subsequent addenda.
- 10) All proposals submitted in response to this request become property of the County and public records, so they may be subject to public review. The laws of Wyoming require that the contents of all proposals shall be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal. The respondent must mark in bold red letters the term "CONFIDENTIAL" on that part of the response, which the respondent believes to be confidential. The respondent may be required to submit in writing specific detailed reasons, including any relevant legal authority, stating why the respondent believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. Laramie County will be the sole judge as to whether a claim is general and/or vague in nature. The entire proposal cannot be designated as proprietary or a trade secret. If a request is received to examine portions designated as proprietary or a trade secret, Laramie County will notify the respondent to permit the respondent to defend the proprietary nature of the information.
- 11) The County reserves the right to request additional information, or request clarification, or reject in its sole discretion any and all proposals. Firms may submit a joint proposal.
- 12) Invalidity: If any provision of this RFP is held invalid or unenforceable by any court of competent jurisdiction, or if the County is advised of any such actual or potential invalidity or

inability to enforce, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of that the provisions of this RFP are fully severable.

13) By submitting in response to this RFP, respondent agree and understand that this RFP as well as any subsequent agreements shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any dispute arises between the parties from or concerning this RFP or the subject matter hereof, any suit or proceeding at law or in equity shall be brought in the District Court of the State of Wyoming, First Judicial District, sitting at Cheyenne, Wyoming. The foregoing provisions of this paragraph are agreed by the parties to be a material inducement to Responders and to County. This provision is not intended nor shall it be construed to waive County's governmental immunity as provided in this Agreement.

XII. ADDITIONAL INFORMATION

For additional information for this project, please visit Laramie County's Site at: <http://www.laramiecounty.com>

Exhibit 2:
Insurance Requirements for Professional Services

Contractor shall procure and maintain for the duration of the contract insurance against claims for liability, injuries to persons or damages to property and errors and omissions which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and Code 9 (non-owned autos), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.

3. **Workers’ Compensation** insurance as required by the State of Wyoming with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. *(Not required if Contractor provides written verification it has no employees)*

4. **Professional Liability** (Errors and Omissions): Insurance appropriate to the Contractor’s profession with limit no less than **\$1,000,000** per occurrence or claim, \$2,000,000 aggregate. *(If applicable – see footnote next page)*

If the Contractor maintains higher limits than the minimums shown above, the Entity requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Other Insurance Provisions

The insurance policies shall contain, or be endorsed to contain, the following provisions:

Additional Insured Status

Laramie County, its elected officials, officers, officials, employees and volunteers are to be covered as additional insured’s on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment

furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 if a later edition is used.

Primary Coverage

For any claims related to this contract, the **Contractor's insurance coverage shall be primary** insurance as respects the Entity, its officers, officials, employees, and volunteers. Any insurance of self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

The additional named endorsement shall name the Laramie County as indicated above and state substantially as follows:

"Additional named insured on a primary and noncontributory basis."

Notice of Cancellation

Each insurance policy required above shall provide that **coverage shall not be cancelled, except with notice of Entity.**

Waiver of Subrogation

Contractor hereby grants to Entity a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Entity by virtue of the payment of any loss under such insurance.

Contractor **agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver** of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Entity. The Entity may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

Claims Made Policies

If any of the required policies provide claims-made coverage:

1. Any Retroactive Date must be shown, and coverage commence no later than before the date of the contract or the beginning of contract work.

2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract work.***

3. If coverage is cancelled or non-renewed, and not replaced ***with another claims-made policy form with a Retroactive Date prior to*** the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of ***five (5)*** years after completion of work.

Verification of Coverage

Contractor shall furnish the Entity with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved the Entity before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The Entity reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Contractor shall require and verify that any and all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Entity is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



Wyoming State Construction Department

Governor Mark Gordon

Jerry Vincent, Director

Consultant Short Listing Guidelines

The State Construction Department (SCD) and other agencies are required to follow the Professional Architectural, Engineering, and Land Surveying Services Procurement Act when selecting consultants for projects. Specifically, qualification and selection are based upon Wyoming Statutes § 9-23-104 Qualification Procedures and § 9-23-105 Selection Procedures. The SCD will abide by this set of statutes when short listing firms for consideration on SCD projects and will adhere to all residency requirements in the short listing process.

§ 9-2-1031. Selection procedures.

- (a) For each proposed project, the principal representative of the agency for which the project is proposed shall evaluate current statements of qualifications and performance data of firms on file with the department or the agency, together with any applications submitted by other qualified firms, and shall select in accordance with subsection (f) of this section not less than three (3) firms considered qualified to perform the required professional services. The agency shall provide a complete description of the work to the firms selected. These firms shall submit an unpriced proposal to do the work.
- (f) Every agency, the University of Wyoming, each community college district, the Wyoming business council and the Wyoming department of transportation shall base selection of a firm for professional services in accordance with the following:
 - (i) Except as provided in paragraph (ii) of this subsection and subsection (g) of this section, the agency, the University of Wyoming, each community college district, the Wyoming business council and the Wyoming department of transportation shall select firms that are resident firms as defined by this act. Consideration between firms shall be based upon:
 - (A) The ability of professional personnel;
 - (B) Past performance;
 - (C) Ability to meet time requirements;
 - (D) Location;
 - (E) Current and projected work loads;
 - (F) The volume of work previously awarded to the firm by the agency;
 - (G) The equitable distribution of contracts among the firms considered qualified.
 - (ii) Nonresident firms may be selected if no firms on file, together with any applications submitted for the project, are resident firms as defined by this act or if the resident firms are determined not qualified by the agency, the University of Wyoming, the community college district, the Wyoming business council or the Wyoming department of transportation. Consideration of qualified nonresident firms shall be based upon the considerations listed in subparagraphs (i)(A) through (G) of this subsection.

The goal of the initial screening process is to come up with a short list of five (5) qualified firms to provide the necessary professional services.



Wyoming State Construction Department

Governor Mark Gordon

Jerry Vincent, Director

- 1) If there are five (5) or more qualified resident firms, five (5) of those firms will be selected.
- 2) If there are four (4) qualified resident firms, those firms will be selected.
- 3) If there are three (3) qualified resident firms, those firms will be selected.
- 4) If there are no qualified resident firms, the screening process will look to add qualified non-resident firms based on the criteria above to make a short list of five firms.

* Per Wyoming Statute § 9-23-102, "Resident firm" means a firm that: (A) Possesses a physical office within the state that is staffed by individuals with professional and technical expertise who are employed in the state; and (B) Certifies in the firm's current SOQ's that if selected for the project the following percentages shall be performed by qualified individuals or consultants employed in the state who will perform their labor or professional services provided under the contract within state boundaries.

- (I) For any projects with negotiated fees for professional services in an amount equal to one million five hundred thousand dollars (\$1,500,000.00) or less - fifty percent (50%) of the professional services provided under the firm's contract;
- (II) For capital construction projects with negotiated fees for professional services in an amount greater than one million five hundred thousand dollars (\$1,500,000.00) but less than three million dollars (\$3,000,000.00) - forty percent (40%) of the professional services provided under the firm's contract;
- (III) For capital construction projects with negotiated fees for professional services in an amount equal to three million dollars (\$3,000,000.00) or more - thirty percent (30%) of the professional services provided under the firm's contract.



Wyoming State Construction Department

Governor Mark Gordon

Jerry Vincent, Director

Wyoming Resident Firm Certification

The Wyoming State Construction Department follows the Professional Architectural, Engineering, and Land Surveying Services Procurement Act when selecting consultants for projects. Specifically, qualification, and selection are based upon Wyoming Statutes § 9-23-104 Qualification Procedures; and § 9-23-105 Selection Procedures. This includes provisions related to "resident firms" as defined by Wyoming Statutes § 9-23-102.

Firms offering "professional services" and claiming "resident firm" status must meet the qualifications in Wyoming Statutes § 9-23-102 and must complete and submit a separate Wyoming Resident Firm Certification form for each project. Those firms also must be legally registered and in good standing with the Wyoming Secretary of State's Office.

Wyoming Resident Firm Certification Form

Firm Name: _____

Project: _____

AFFIDAVIT

This is to certify that _____ (firm name):

- 1) is legally registered and in good standing with the Wyoming Secretary of State's Office;
- 2) possesses a physical office residing within the State of Wyoming staffed by qualified individuals with professional and technical expertise who are employed in the state; and
- 3) if the firm is selected for the project, it will ensure that the applicable percentage of the contract costs for professional services, as set forth in Wyoming Statute § 9-23-102(a)(vi)(B), shall be performed by individuals or consultants who are employed in the State of Wyoming, who will perform their labor or professional services provided under the contract within the boundaries of the State of Wyoming, and who shall possess the professional and technical qualifications necessary to perform the work required by the contract.

Authorized Official

Title

Date



